Arizona State Library, Archives and Public Records History and Archives Division Photograph Use for Official Centennial Legacy Projects

For non-profit entities or 501(c)(3) organizations that have projects designated as official Centennial Legacy Projects by the Arizona Historical Advisory Commission (AHAC).

Arizona Historic Advisory Council (AHAC) approved legacy project status:

Ins	titution
Tit	le of Project:
Da	te approved as a Legacy Project:
photograph records of §ARS 39- History & Arizona S 1700 Wes Phoenix,	egraph collections held by the History and Archives Division contain ons that were 1) created by government agencies and are therefore public (2) are in private collections and are therefore subject to copyright laws. See 121 for commercial use of public records. Archives Division State Library, Archives and Public Records State Library, Room 342 AZ 85007 B720 FAX 602-256-7982
То:	Director, Archives Division
From:	Print name:
	Street address:
	City, State, ZIP:
	Phone/email:
1. Pern	nission: All requests to reproduce photographic images from the Arizona

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2.	Description of this project: Author(s)/creator(s):	
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	Place of publication:	
	Publisher or sponsor:	
	Date of publication:	

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4. Fees: See page 5

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Example: Arizona State Library, Archives and Public Records, Archives Division, Phoenix, #94-7383.

The payment of a fee does not exempt an applicant from credit line requirements. Failure to include a credit line will incur a fine of \$100.00 per image.

- 8. Pre-publication rights: The Agency reserves the right to examine proofs and captions for accuracy and sensitivity prior to publication with the right to revise if necessary. The Agency reserves the right to refuse any request and to impose such conditions as it may deem advisable in its best interests.
- 9. **Payment of fees:** Prepayment of all fees is required before permission to publish is granted. Default in payment shall immediately revoke permission.

If the size of edition or number of editions exceeds the terms specified in this application, the applicant shall immediately pay the difference in use fees. If payment is not received within thirty days, the applicant shall be liable for twice the difference in fees.

- 10. **Final publication:** If the project is other than an online project, the applicant agrees to send the Agency, upon date of publication, one complete, best edition, gratis copy of the work containing the reproduction at no charge.
- 11. All original prints and negatives are retained by the History and Archives Division and do not leave the Division. Images may not be copied by clients using their own equipment.
- 12. The payment of fees confers **one time use only**. Any subsequent use of the Agency's images will incur regular publication fees.
- 13. Any images that will be used for web-exhibits or displayed on-line will be delivered at 72 dpi, maximum 400 by 600 pixels.

<u>Fees</u>

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- \$10 per image (72 dpi, maximum 400 by 600 pixels)
- CD fee: \$5

Digital Print Fees: (first 10 prints, after 10 prints use regular, non-discounted, fees)

- 5x7 digital print \$10
 8x10 digital print \$12
- 11x14 digital print \$16

Scanning fees are \$10 per scan. Large/oversized items may require more than one scan.

Endorsements:	
Date:	
By signing this application, I accept p	ersonally and on behalf of
Publisher	all of the conditions set forth above.
Publisher's Representative	Arizona State Library, Archives and Public Records
	Date

Image Request

Request to reproduce images in the Photograph Collection of the History and Archives Division of the Arizona State Library, Archives and Public Records. Payment must be made by cash, check or money order

Image # or Digital Identifier	Quantity	Description of Image	Type: Digital Print, Photo, digital file	Size or jpg or TIFFand dpi	Fee	
		CD (additiona	l \$5) Yes	No 🔲		
Date	Date Total					